



INFOCUS COURSEWARE

# Microsoft Excel 2016 Intermediate

## Level 2 (with Challenge Exercises)



Product Code: INF1656

### ❖ General Description

The skills and knowledge acquired in **Microsoft Excel 2016 Intermediate - Level 2 (with Challenge Exercises)** enable users to expand their knowledge and learn how to create more productive workbooks. It covers formulas and function techniques, advanced formatting and charting features and data manipulation tools like goal seeking.

### ❖ Learning Outcomes

At the completion of this course you should be able to:

- use the fill operations available to fill a data series
- use common worksheet functions
- create more complex formulas and functions
- create and use defined names in a workbook
- use goal seeking to determine the values required to reach a desired result
- use a range of techniques to work with worksheets
- apply a variety of page setup techniques
- apply borders to cells and ranges in a worksheet
- apply a range of number formatting techniques to worksheet cells
- apply conditional formatting to ranges in a worksheet
- understand and use **Excel's Quick Analysis** tools
- create and work with tables
- use a range of elements and features to enhance charts
- select and change the format of objects in a chart

### ❖ Prerequisites

**Microsoft Excel 2016 Intermediate - Level 2 (with Challenge Exercises)** assumes the learner has the knowledge required to create, edit, print and chart simple worksheets. Understanding ranges and copying is also important.

### ❖ Topic Sheets

209 topics

### ❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

### ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

### ❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.appliededucation.edu.au](http://www.appliededucation.edu.au)

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## Product Information

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- Filling a Growth Series
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- Challenge Exercise Data

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Customising the Display of Negative Values  
Challenge Exercise  
Challenge Exercise Sample

### Conditional Formatting

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Challenge Exercise  
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